

Chemistry Graduate Association at Simon Fraser University

Meeting Minutes

November 1, 2013

6000-level MBB Lounge

In Attendance:

Nevena Cekic (President), Alisa Paterson (Secretary), Kate Prosser (DGSC Representative), Stephanie Chang (Social Coordinator/Graduate Information Coordinator), John Thompson (Treasurer), Ryan Clarke (Vice-President), Dustin Duncan (Social Coordinator), Heather Wiebe (Social Coordinator), Jennifer Pore (TSSU Steward/Sports Representative), Fatima Garcia (GSS Councillor Alternate/DGSC Representative),

Regrets:

Graeme Langille (Sports Representative), Usman Rizwan (TSSU Steward), Mahsa Gharibimarzancola (GSS Councillor), Saeideh Shamsi (TSSU Steward), Reagan Belan (TSSU Steward), Kenny Lin (TSSU Steward)

Guest:

Michael Jones (former President)

1. Call to Order

- Meeting was called to order at 1:01 PM in the 6000-level MBB Lounge.

2. Appointment of the Chair

- **MOVED** to appoint Nevena Cekic as Chair for this meeting.
Moved by: Alisa Paterson
Seconded by: Stephanie Chang
MOTION CARRIED.
- Nevena Cekic (President) was appointed Chair for this meeting.

3. Appointment of the Secretary

- **MOVED** to appoint Alisa Paterson (Secretary) as Secretary for this meeting.
Moved by: Kate Prosser
Seconded by: Nevena Cekic
MOTION CARRIED.
- Alisa Paterson (Secretary) was appointed Secretary for this meeting.

4. Approval of Minutes

- **MOVED** to approve the minutes of the October 18, 2013 Chemistry Graduate Caucus meeting.
Moved by: Ryan Clarke
Seconded by: Fatima Garcia
MOTION CARRIED.

5. Reimbursements

- **MOVED** that the Chemistry Graduate Association reimburse the SFU Chemistry Department \$1387.16 from the Trust Account for the lab coats purchased. The cheque is payable to Simon Fraser University c/o the Department of Chemistry.
Moved by: John Thompson
Seconded by: Alisa Paterson
MOTION CARRIED.
- **MOVED** that the Chemistry Graduate Association reimburse **Alisa Paterson** \$27.39 from the cash box for the pumpkins purchased for the Halloween Social on October 25, 2013.
Moved by: Nevena Cekic
Seconded by: Fatima Garcia
Abstention: Alisa Paterson
MOTION CARRIED.
- **MOVED** that the Chemistry Graduate Association reimburse **Kenny Lin** \$13.07 from the cash box for the red cups purchased for the Halloween Social on October 25, 2013.
Moved by: Nevena Cekic
Seconded by: Dustin Duncan
MOTION CARRIED.
- **MOVED** that the Chemistry Graduate Association reimburse **Stephanie Chang** \$35 from the cash box for her Serving It Right Certification.
Moved by: John Thompson
Seconded by: Heather Wiebe
Abstention: Stephanie Chang
MOTION CARRIED.

6. Treasurer Update

- Additional funds from the cash box were used for the following purchases associated with the Halloween Social:
 - \$105.55 for food and drink from Costco
 - \$48.80 for decorations and gift cards
 - \$317.25 for the kegs, ciders, coolers and parking
 - \$130 for pizza
- Sales of beverages and pizza at the Halloween Social brought in \$359.30; therefore, the approximate loss was roughly \$291. However, the Caucus still has an untapped keg leftover from this event.
- The cash box currently has approximately \$650. The Caucus will deposit money after the next event.

7. Fridge for the Caucus Office

- **MOVED** that the Chemistry Graduate Association allocate up to \$500 for a fridge for our new Caucus space.

Moved by: Nevena Cekic

Seconded by: John Thompson

MOTION CARRIED.

- **MOVED** to task Nevena Cekic with looking into the purchase of a fridge.

Moved by: Alisa Paterson

Seconded by: John Thompson

MOTION CARRIED.

8. November Social

- Cekic (President) proposed the idea of having another social, given that the Caucus still has an untapped keg leftover from the Halloween Social.

- **MOVED** that the Chemistry Graduate Association hold another event on November 22, 2013.

Moved by: Nevena Cekic

Seconded by: Ryan Clarke

MOTION CARRIED.

- The alcohol will be free and the Caucus will charge for pizza.

- **MOVED** to task Heather Wiebe with applying for the special occasion license for this event.

Moved by: Stephanie Chang

Seconded by: Jennifer Pore

MOTION CARRIED.

9. Christmas Social

- Cekic (President) will look into prices for holding the Departmental Christmas Social at the Diamond Alumni Centre. She will also speak to the Chemistry Chair, Dr. Zuo-Guang Ye, about potential dates for the event.

10. Regular Meeting Time

- **MOVED** that the Chemistry Graduate Association meet regularly on Fridays at 1:30 pm in the C7080 meeting room, in order to have a quiet, consistent space for meetings.

Moved by: Nevena Cekic

Seconded by: Ryan Clarke

MOTION CARRIED.

11. Website

- Chang (Grad Info Coordinator) has updated the Caucus website.

12. Inventory

- Clarke (Vice President), Thompson (Treasurer), and Cekic (President) volunteered to do inventory next week to determine what needs to be ordered for fundraising before next semester.

13. Adjournment

- **MOVED** to conclude the meeting.
Moved by: Alisa Paterson
Seconded by: Stephanie Chang
MOTION CARRIED.

Meeting concluded at 1:27 PM.